

North Lanarkshire Council



mySelf – how to set up your e-payslip.

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Version Control

Version	Date Completed	Author	Description
1	17/07/2019	Gavin Scott	Draft Pilot User Guide
2	17/01/2022	Kirsty Moffat	New ESS
2	21/02/2022	Adriana Rybarczyk	Sections removed.

Version Control History

Document Name: How to set up e-payslips

Reviewed & Approved By:

Job Title	Name	Date	Version Approved

Document Owner(s):

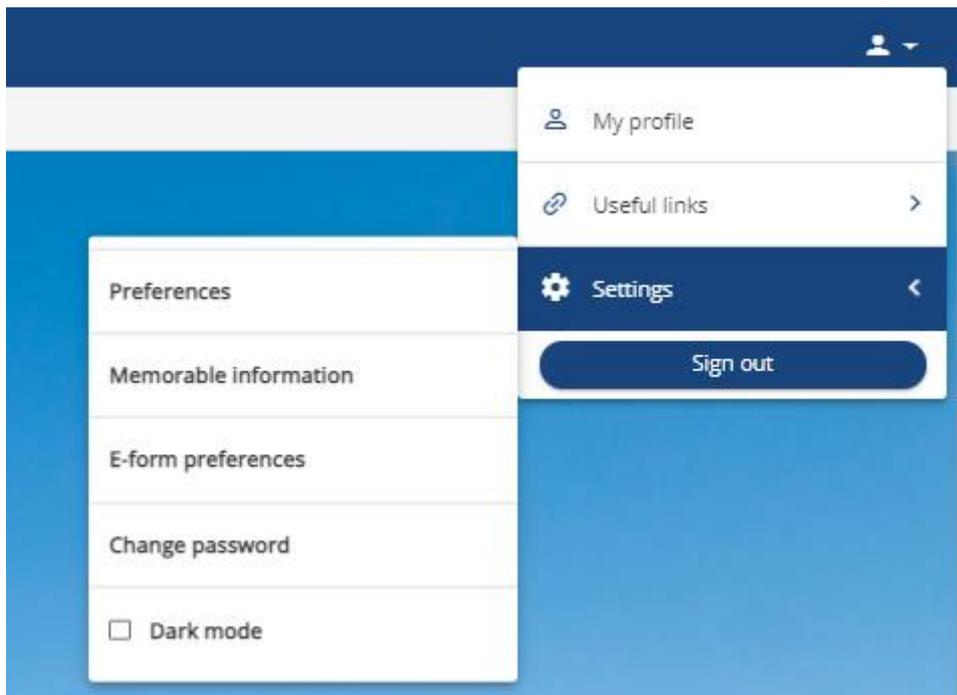
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1. Setting Up your Payslip to be Emailed to You

A quick and secure way to receive your payslip is via email. To do this you need to set this up on  (click Ctl then [here](#)).

Click on the icon detailed below (this is situated at the top right hand of the screen) and select setting then E-form preferences.



E-form preferences

Tick the Email Payslip checkbox

Close X

The payslip/P60 passwords can only use the characters A-Z, a-z, 0-9, or ! " \$ % ^ & * () - _ + [] { } ? , . ; @ # ~ / | \ < > ' : .

Payslip options

Email payslip

* Email address (required)

* Password for payslip (required)

* Confirm password (required)

Please enter your email address - this is the email address which you will receive an email to advise whenever a payslip is available to view.

You will then be prompted to enter a **NEW** password which is NOT your **mySelf** password – you will never have to change this unless you choose to do it yourself.

Please then confirm the password below.

P60 options

Email P60

Use the same email and password for P60's

Save

Cancel

Then click Save to complete.

Once you have registered, you will then receive an email after the payroll has been processed each pay period with a payslip attachment show as below:

-----Original Message-----
 From: iTrentepayslips@northlan.gov.uk [mailto:iTrentepayslips@northlan.gov.uk]
 Sent: 26 June 2019 16:45
 To: mouse.mickey@northlan.gov.uk
 Subject: Online **payslip** report
 Importance: High

Please find attached your generated eslip report.

A detailed payslip will display the following information:

Mickey Mouse			80 8659 - Supported Employment				
0416FO/48/10001							
Salary: 15.4045			Pay Date: 07/03/2019				
Employee Name Mickey Mouse		Employee No.		Tax Period 48			
				Tax Code S1185L / 0			
				NI Number			
				NI Category A			
Payments			Deductions		This Period		
Description	Units	Rate	Cash	Description	Cash	Description	Cash
Mouse Research Assistant				Tax	105.66	Taxable Payments This	966.06
Basic Pay	14.9698		1,047.89	NI - A	66.87	Pensionable Pay This	1,047.89
				LGPS (5.90%)	61.83	Employer's NI This	99.90
				Scotwest Credit Union	500.00		
				UNISON	7.96		
					Year-to-date		
					Tax Paid YTD 2,540.16		
					NI Paid YTD - A 2,084.88		
					Taxable Pay YTD 23,665.44		
					Niable Pay YTD 25,149.36		
					Pension YTD 1,483.92		
Produced by North Lanarkshire Council							
Payments		1,047.89		Deductions		762.52	
NET PAY						285.37	
						Paid By BACS	
						Sort Code	
						Account	

[END OF GUIDANCE NOTE]